Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave.

**Checklist for Donating Leave**
- Recipient is not immediate supervisor
- Have enough annual leave to cover amount donated
- Unused donated leave will be returned
- Identify Recipient

**Checklist for Receiving Leave**
- Need aligns with defined medical emergency
- Can receive leave to care for a family member
- Exhausted annual and sick leave
- Requires supervisory approval

**5 IMPORTANT POINTS!**
- Employees do not need to be from the same agency.
- Employees interested in becoming a leave recipient should complete OPM form 630.
- Employees interested in donating leave should complete OPM form 630A for within agency transfers and 630B for outside agency transfers.
- Employees should turn the form into their local HR offices for processing.
- Employees should note that there are limits to how much leave may be donated.

For more information about agency approval and other requirements, please click here to go to OPM's VLTP Fact Sheet.

Click here to see a real life example of the VLTP in action!